

# MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

## OPEN SESSION MINUTES

**March 11, 2020**

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:09 pm and welcomed everyone to the open session.

*Board Members Present:* Dr. Mark Bailey, President; Michele Kutta, 1<sup>st</sup> Vice President; Robert Lang, 2<sup>nd</sup> Vice President; Kirk Helfenbein, Secretary; Dr. Ahmed Elzaree; Dr. James Kalshoven; Suzana Kuriadom; Robert Bradshaw, Melanie Oppat, Sheria Jennings.

*Board Member Absent:* Brandon Wylie

*Board Staff Present:* Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Thomas Anderson, Health Occupations Inspector; Deborah Donohue, Esq., Interim Board Counsel, Bethan Haaga, Esq., Board Counsel

*February 12, 2020 Meeting Minutes:* Dr. Ahmed Elzaree made a motion, which was seconded by, Michele Kutta and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:**

Dr. Bailey announced updates and information pertaining to the COVID-19 will be provided on the Board's website. In addition, he encouraged consumers and practitioners to monitor other various resources concerning updates on COVID-19 such as: Governor's Website, OSHA, John Hopkins Hospital, and Center for Disease Control (CDC), and World Health Organization (WHO). Dr. Bailey highlighted basic personal preventative measures to decrease the spread of COVID-19. Dr. Bailey mentioned the State of Maryland is currently operating at Level II status. Dr. Bailey presented Ms. Suzana Kuriadom with her Board professional pin.

3. **ADMINISTRATIVE REPORT:**

Executive Director Collins wished all practitioners a happy National Funeral Director and Mortician Recognition Day. Executive Director Collins reminded everyone we are in a renewal period which will expire April 30, 2020. Approximately 500 regular mail renewal reminders were sent out on 2 March 2020. Executive Director Collins reminded everyone to update personal contact information when completing renewals.

4. **COMMITTEE REPORTS:**

- a. **Executive Committee:** No report.
- b. **Family Security Trust Fund:** Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is \$1,127,381.66, which an increase of \$1,875.00 since February 2020 meeting.
- c. **Pre-Need Committee:** Chair Robert Bradshaw reported on the following:
  - i. Old Business: None.

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New Business: Chair Robert Bradshaw reported the Pre-Need Committee received a Pre-Need Claim for review. The review found insufficient evidence for a claim. Chair Robert Bradshaw made a motion to close the Pre-need Claim, Dr. Ahmed Elzaree seconded, and the Board unanimously approved to close the claim.

d. Establishment Committee: Chair Kirk Helfenbein reported on the following:

i. Old Business: None.

New Business: None.

ii. New Establishment: Chair Kirk Helfenbein made motion to approve a new establishment, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved issuing an establishment license to:

1. Highview Funeral and Cremation Services, Supervising Mortician: Steven Coster

iii. New Restricted Establishment: Chair Kirk Helfenbein made motion to approve a new restricted establishment, which was seconded by Dr. Ahmed Elzaree, and the Board unanimously approved issuing an establishment license to:

1. Connelly Cremation and Funeral Services, Supervising Mortician: Robert Terry Connelly, Jr.

e. Licensure Committee: Chair Michele Kutta reported on the following:

i. Old Business: None.

ii. New Business: Please be advised license renewals do not have to be notarized, an error in forms was discovered and has been fixed online. An audit was conducted an approximately 30 practitioners have expired licenses from 2018. They will have until April 30, 2020 to pay the late fee to become compliant, if they do not, they will be considered non-renewed. Jurisprudent exam is offered on April 14, 2020, 10:00a.m. at the MDH Metro Building, Room 545 and the Practical Exam is offered on April 16, 2020, 1:00p.m. at the Maryland State Anatomy Board. If a cancellation is necessary due the COVID-19 virus, applicants will be notified individually.

iii. Apprentice: None.

iv. Apprentice Change of Sponsor: None.

v. Mortician: Chair Michele Kutta presented the following applicants for mortician for approval:

1. Shane Weeks, Hartzler Funeral Homes. Motion was made by Chair Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a mortician license.

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- vi. Funeral Director: None.
- vii. Mortician by Waiver of Apprenticeship: None.
- viii. Crematory Operator: Chair Michele Kutta presented the following applicants for crematory operator for approval:
  - 1. Sandra Baker, Donaldson Funeral Home. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
  - 2. Jon Beall, Holloway Funeral Home. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
  - 3. Cullen Donaldson, Donaldson Funeral Home. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
  - 4. Joanna Higgs, Lee Funeral Home, Inc. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
  - 5. Gregory Karpman, Donaldson Funeral Home. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
  - 6. Brian Lewis, Donaldson Funeral Home. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
  - 7. Nikita Ogard, Evans Funeral Chapel-BelAir PA. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
  - 8. William Redding, Donaldson Funeral Home. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
  - 9. Linda Witzke-Lewis, Donaldson Funeral Home. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
- ix. Registered Transporters: Chair Michele Kutta presented the following applicants for registered transporters for approval:
  - 1. Devonte Crocker, Mid-Atlantic Removal Service, LLC. Motion was

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made by Michele Kutta, seconded by Dr. Ahmed Elzaree , and the Board unanimously approved the issuance of a transporter registration.

2. Nicholas DiLosa, Anatomy Gifts Registry. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree , and the Board unanimously approved the issuance of a transporter registration.
  3. Austin Hunt, Mid-Atlantic Removal Service, LLC. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
  4. Tamrula Rideaux, Alvin's Anointed Hands, Inc. Motion was made by Michele Kutta, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved the issuance of a transporter registration.
- x. Courtesy Card: None.
- xi. Reinstatement: None.
- f. **Continuing Education Units Committee**: Chair Melanie Oppat reported on the following:
- i. The following educational offerings are considered automatically approved pursuant to COMAR 10.29.05.03:
    1. APEXCES.COM: Online Classes
      - a. Funeral Service Ethics (2 CEUs)
      - b. Telephone Inquiry Manual for Funeral Homes (2 CEUs)
      - c. Creative Marketing for Funeral Homes (1 CEU)
      - d. Working with Difficult People (2 CEUs)
      - e. Sexual Harassment in the Workplace (3 CEUs)
      - f. The FTC Funeral Rule (3 CEUs)
      - g. OSHA Essentials (3 CEUs)
      - h. A Brief History of Preservation and Burial Practices (1 CEU)
      - i. After Suicide: How To Support Survivors Of The Loss (2 CEUs)
      - j. Green Burial 101 (2 CEUs)
      - k. The Funeral Director & Organ and Tissue Donation (2 CEUs)
      - l. Infant Embalming Techniques (3 CEUs)
      - m. Restoration of a Tissue Donor (3 CEUs)
      - n. Understanding Grief (3 CEUs)
      - o. Are You Stressed & Signed & Solutions (4 CEUs)
      - p. Funerals and Mental Health (4 CEUs)
    2. FuneralCE (Effective 2/20/2020 name change: WebCE): Home Study

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- a. Bloodborne Pathogens (3 CEUs)
  - b. Communicating Effectively with Seniors (2 CEUs)
  - c. Conflict Resolution for Funeral Directors (3 CEUs)
  - d. Cremation Prearrangement Conference Best Practices (2 CEUs)
  - e. Ethical Business Practices for Funeral Directors (2 CEUs)
  - f. Final Expense Insurance (3 CEUs)
  - g. Funeral Customs with Military Honors (2 CEUs)
  - h. Funeral Personalization and Family Engagement (3 CEUs)
  - i. High Risk Direct Disposal: Lessons Learned from Ebola Outbreak (2 CEUs)
  - j. Intercultural Burials (5 CEUs)
  - k. Managing Grief: A Guide for the Funeral Professional (5 CEUs)
  - l. Maryland Mortuary Transport Service (1 CEU)
  - m. OSHA Emergency Action Plans for Funeral Homes (2 CEUs)
  - n. OSHA Practice Standards for Funeral Professionals (4 CEUs)
  - o. OSHA Workplace Rights (2 CEUs)
  - p. Public Speaking for Funeral Directors (5 CEUs)
  - q. Top 5 Things They Didn't Teach in Mortuary School (2 CEUs)
  - r. Understanding Maryland Pre-Need Law – (1 CEU)
  - s. Understanding Social Security: Case Studies for Funeral Directors (4 CEUs)
  - t. When Disaster Strikes: Mass Fatalities and Community Impact (2 CEUs)
  - u. Working Ethically with Seniors (5 CEUs)
3. ICCFA 2020 Annual Convention and Exposition, San Antonio, TX: Date: March 30 – April 2, 2020. (16.5 CEUs)
4. National Funeral Directors Association. Date: Various
- a. Approaching Trauma Class with Confidence – Online (3 CEUs)
  - b. Conflict Management for Funeral Directors: Successful Interpersonal Communication Practices – Online (4 CEUs)
  - c. Deathcare Marketing: 25FAQs – Online (6 CEUs)
  - d. Demonstration of Soft Tissue Repair – Online (4 CEUs)
  - e. Do-It-Yourself Memorials (with a Little Help from the Funeral Director) – Online (2 CEUs)
  - f. Embalming Perspectives & Paradigms Challenged – Online (6 CEUs)
  - g. Embalming Risk Management 4.0 – Online (3 CEUs)
  - h. Embalming the Obese Case – Online (3 CEUs)
  - i. Funeral Service Ethics – Online (2 CEUs)
  - j. Marketing a Funeral Home for Long-Term Profitability – Online (3 CEUs)
  - k. Mastering the Art of Funeral Home Phone Etiquette – Online (1 CEU)
  - l. Offering Funeral Packages in Compliance with the FTC Funeral Rule – Online (2 CEUs)

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- m. Professional Ethics in Funeral Service: NFDA's Code of Professional Conduct – Online (1 CEU)
  - n. Relevance of Restorative Art – Online (3 CEUs)
  - o. RSVP: I'll See You at My Living Funeral – Online (2 CEUs)
  - p. Supporting Pregnancy Loss Families – Online (3 CEUs)
  - q. Ten Tools for Stress Relief – Online (3 CEUs)
  - r. The Funeral: A Chance to Touch, A Chance to Serve, A Chance to Heal – Online (4 CEUs)
  - s. Understanding a Child's Grief Insights for Funeral Home Owners, Directors, and Staff – Online (3 CEUs)
  - t. Understanding and Managing Grief – Online (6 CEUs)
  - u. Understanding the Practice of the FTC Funeral Rule – Online (3 CEUs)
  - v. Cremation Litigation: How to Avoid the Courthouse and What to Do When You Can't – Date: April 16, 2020 (1 CEU)
  - w. A Funeral Home Facelift for Today's Modern Family – Date: April 25, 2020 (1 CEU)
  - x. Prospecting to Women Influencers – Date: April 25, 2020 (1.5 CEUs)
  - y. The Millennial Funeral Director – Date: April 25, 2020 (1CEU)
  - z. Inside the Courthouse – Date: April 25, 2020 (1 CEU)
  - aa. Obituaries with More Love Than Money – Date: April 25, 2020 (1.5 CEUs)
  - bb. Helpful Embalming Tips – Date: April 25, 2020 (1.5 CEUs)
  - cc. What Holds Us Back at Work: How to Communicate with Colleagues, Managers and Clients – Date: April 25, 2020 (1.5 CEUs)
- ii. Chair Melanie Oppat made a motion for approval of the following continuing education credits, seconded by Dr. Ahmed Elzaree, and the Board unanimously approved:
- 1. Delmarva Funeral Service Association – Overdose Awareness and Narcotics Awareness – Date: 4/2/2020 (2 CEUs)
  - 2. Delmarva Funeral Service Association – Wreaths Across America – Date: 3/26/2020 (2 CEUs)
  - 3. Edward Rainer – OSHA/MOSH Training Course – Date: 2/19/2020 (3 CEUs)
  - 4. PIMS (Pittsburgh Institute of Mortuary Science) – Date: 3/13/2020 (6 CEUs)
    - a. Funeral Service 2020: Fear and Opportunity
    - b. Crucial Conversations: Tools for Communicating More Effectively in Funeral Service
- g. **Legislative Committee:** Chair Sheria Jennings reported on the following:
- i. **Old Business:** Chair Sheria Jennings reported on the following:
- 1. Position - Letter of Support with Amendments Submitted: Bill Number: SB0084

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Bill Title: Funeral Establishments and Crematories – Unclaimed Remains of Veterans – Notification, Disposition, and Reporting

2. Position – Opposed (Physicians Opposition Letter Submitted) Bill Number: SB0067

Bill Title: Public Information Act – Applications for Inspection – Responses and Time Limits

3. Position – Letter of Support Submitted: Bill Number: CF - SB 439/HB106  
Bill Title: Health Occupations – Morticians and Funeral Directors - Apprenticeships

ii. New Business: Chair Sheria Jennings presented the following bills for Board consideration:

1. SB528/HB1229F – Public Health Disposition of Remains – Authorizing Agent. Motion was made by Sheria Jennings, seconded by Michele Kutta, and unanimously approved by the Board to take No Position.

2. SB297/HB483 Administrative Procedure Act – Dispositions and Summary Suspensions Time Periods. Motion was made by Robert Lang, seconded by Melanie Oppat, and unanimously approved by the Board to take No Position.

3. SB514/HB717 – Public Information Act – Required Denials – Distribution List. Motion was made by Sheria Jennings, seconded by Brandon Wylie, and unanimously approved by the Board to take No Position.

4. HB1447 – Department of Information Technology – Study of a Common Information Technology Platform for Health Occupations Boards. Motion was made by Robert Lang, seconded by Brandon Wylie, and unanimously approved by the Board to take No Position.

5. SB799 – Maryland Department of Labor – Occupational Licenses – Waiver of Application Fees. Motion was made by Sheria Jennings, seconded by Dr. Ahmed Elzaree, and unanimously approved by the Board to take No Position.

6. Old Business: Professional Board Pin Ceremony was conducted to issue each current Board member with lapel pins.

7. New Business: Dr. Bailey informed members of the Novel Coronavirus (2019-nCoV) precaution measures link available on the Board's website home page.

Upcoming Reminders: Dr. Bailey announced reminders of the following:

1. 2020 License Renewals Open Online – March 2, 2020
2. Next Board Meeting – March 11, 2020, 1:00 p.m., Conference Room# 106

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3. Jurisprudence Exam - April 14, 2020, 10:00 a.m., Room# 545
  4. Practical Exam – April 16, 2020, 1:00 p.m., State Anatomy Board, 655 West Baltimore Street, Baltimore, MD 21201
8. **Adjournment:** After public introductions and comments, Dr. Ahmed Elzaree made a motion for adjournment, seconded by Brandon Wylie, and with no objection, the meeting was adjourned at 1:42 p.m.